

## MELTON BOROUGH COUNCIL Forward Plan

### FOR THE PERIOD November 2019 - February 2020

#### What is the Plan?

It is a list of the Key Decisions to be taken by the Cabinet during the period referred to above. The Council has a statutory duty to prepare this document, in accordance with the Local Government Act 2000 (as amended). The Plan is published 28 clear days before a meeting of Cabinet is to be held. The Plan is available to view at the Council's main offices in Melton, or on the Council's website, <http://www.melton.gov.uk>.

#### What is a Key Decision?

Definition of a key decision as detailed in the Council's Constitution is one which is likely to result in the Council:

- Incurring expenditure of £50,000 or more, or;
- Making savings or generate income of £50,000 or more, and/or
- Has a significant impact on two or more wards in the Borough and on communities living or working in those areas.

#### Who makes Key Decisions?

Under the Council's Constitution, Key Decisions are made by:

- Cabinet
- The Leader and Portfolio Holders
- Individual officers acting under delegated powers

#### Are only Key Decisions published on the Plan?

The Council has a statutory obligation to publish Key Decisions in the Plan. However, the Council has voluntarily decided to list non-key Cabinet decisions as well. To clarify matters, Key Decisions will be identified on the Plan with a Yes, non-key decisions with a No.

#### What does the List tell me?

The List gives information about:

- Upcoming Key and Non-Key Decisions (identified by Yes or No next to them)
- Whether the decision will be made in public or private.
- When decisions are likely to be made.
- Who will make these decisions.
- Who you can contact for further information.

**Who are the members of the Cabinet?**

The members of the Cabinet and their areas of responsibility are:

- Leader of the Council
- Growth and Prosperity (and Deputy Leader)
- Corporate Finance and Resources
- Corporate Governance, Access and Engagement
- Environment and Regulatory Services
- Housing and Communities

**What is the role of Scrutiny?**

The Council's Scrutiny Committee's role is to contribute to the development of Council policies, scrutinise decisions of the Cabinet and hold them to account and to consider any matter affecting Melton Borough or its citizens. Dates of these meetings can be found on the Council's website.

**Who do I contact, and how?**

Each entry on the Plan indicates the names of the people to contact about that item. They can be contacted via the switchboard on 01664 502502

**Request to view Background Papers**

Should you wish to request copies or extracts of any documents listed under the column entitled 'Background Papers', for items which are considered to be Key Decisions, please contact Democratic Services at, Melton Borough Council, [democracy@melton.gov.uk](mailto:democracy@melton.gov.uk) Please note that copies or extracts of documents which contain information of a confidential or exempt nature cannot be disclosed to the public.

**Submission of Additional Documents**

Additional documents which are deemed relevant to a particular Key Decision item may be submitted to the Cabinet for consideration. Copies of such documents may also be requested under the same process for requesting to view Background Papers.

**Confidential and Exempt Information**

This list may also include items to be considered which contain confidential or exempt information, but will not disclose any detail of a confidential or exempt nature. Such items will be identified with '(Exempt)' in the report title.

Report Title	Background Papers	Decision Maker	Date of Decision	Key Decision?	Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
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<u>Acquisitions through Right to Buy Receipts</u> <ul style="list-style-type: none"> <li>Purchasing a property in Asfordby</li> <li>Purchasing a property on the Fairmead Estate (Melton Mowbray)</li> </ul>		Portfolio Holder for Housing and Communities	24 Oct 2019	Yes	Pranali Parikh, Director for Growth and Regeneration	Part exempt 3
<u>New Country Park Lease</u> Approval of lease for Country Park Cafe		Portfolio Holder for Corporate Finance and Resources	24 Oct 2019	Yes	Portfolio Holder for Corporate Finance and Resources  Pranali Parikh, Director for Growth and Regeneration	Open
<u>Acquisition through Right to Buy Receipts</u> Purchase of property in Melton Mowbray		Portfolio Holder for Housing and Communities	24 Oct 2019	Yes	Portfolio Holder for Housing and Communities  Pranali Parikh, Director for Growth and Regeneration	Fully exempt 3
<u>Review of Car Parking Charges</u> To approve options for revised Car Parking Charges to be considered through public consultation; alongside the implementation of a "Pay by Phone System".		Cabinet	30 Oct 2019	Yes	Portfolio Holder for Housing and Communities  Pranali Parikh, Director for Growth and Regeneration	Open

<b>Report Title and Expected Decision</b>	<b>Background Papers</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Report Available/ Portfolio Holder/ Contact Officer</b>	<b>Decision to be taken in public or private session?</b>
<u>Consideration of Infrastructure Funding Agreement with Leicestershire County Council</u>  To consider and approve the terms of an Infrastructure Funding Agreement with Leicestershire County Council.		Cabinet	30 Oct 2019	Yes	Leader of the Council  Edd de Coverly, Chief Executive	Part exempt 3
<u>Public Space Protection Order (PSPO) Confirmation</u>  To consider representations to the consultation on the draft PSPO and to determine the form in which it should be adopted.		Cabinet	30 Oct 2019	Yes	Portfolio Holder for Environment and Regulatory Services  Jim Worley, Assistant Director for Strategic Planning and Regulatory Services	Open
<u>Community Grants Review</u>  To seek approval for a revised policy on allocation of Community Grants.		Cabinet	30 Oct 2019	Yes	Portfolio Holder for Corporate Governance, Access and Engagement  Aysha Rahman, People Manager	Open
<u>Corporate Structure Realignment and Resources Plan</u>  To approve the strategic direction and resource plan set out within the report and endorse and recommend the new Corporate Structure to the Employment Committee.		Cabinet	30 Oct 2019	Yes		Part exempt 3

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<u>Legal Fees and Charges</u>  To approve the introduction of new legal fees and charges.		Portfolio Holder for Corporate Governance, Access and Engagement	1 Nov 2019	Yes	Portfolio Holder for Corporate Governance, Access and Engagement  Kieran Stockley, Legal and Governance Manager	Open
<u>Increase to Fees and Charges - Housing and Communities</u>  To approve revised fees and charges.		Portfolio Holder for Housing and Communities	14 Nov 2019	Yes	Portfolio Holder for Housing and Communities  Keith Aubrey, Deputy Chief Executive & Director for People & Communities, Pranali Parikh, Director for Growth and Regeneration	Open

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<p><u>Increase to Fees and Charges - Environment and Regulatory Services</u></p> <p>To approve revised fees and charges.</p>		Portfolio Holder for Environment and Regulatory Services	14 Nov 2019	Yes	Portfolio Holder for Environment and Regulatory Services  Pranali Parikh, Director for Growth and Regeneration, Jim Worley, Assistant Director for Strategic Planning and Regulatory Services, Adele Wylie, Director for Law and Governance	Open
<p><u>Increase to Fees and Charges - Governance, Access and Engagement</u></p> <p>To approve revised fees and charges.</p>		Portfolio Holder for Corporate Governance, Access and Engagement	14 Nov 2019	Yes	Portfolio Holder for Corporate Governance, Access and Engagement  Keith Aubrey, Deputy Chief Executive & Director for People & Communities, Adele Wylie, Director for Law and Governance	Open
<p><u>Increase to Fees and Charges - Corporate Finance and Resources</u></p> <p>To approve revised fees and charges.</p>		Portfolio Holder for Corporate Finance and Resources	14 Nov 2019	Yes	Portfolio Holder for Corporate Finance and Resources  Dawn Garton, Director for Corporate Services	Open

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<u>Increase to Fees and Charges - Growth and Prosperity</u> To approve revised fees and charges.		Portfolio Holder for Growth and Prosperity (and Deputy Leader)	14 Nov 2019	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Pranali Parikh, Director for Growth and Regeneration	Open
<u>Award of Contract</u> Approval to award a contract for remedial works to a council owned property.		Portfolio Holder for Housing and Communities	Not before 15th Nov 2019	Yes	Portfolio Holder for Housing and Communities  Pranali Parikh, Director for Growth and Regeneration	Open
<u>Corporate Debt Policy</u> To endorse and recommend the new Corporate Debt Policy to Council.		Cabinet	27 Nov 2019	No	Portfolio Holder for Corporate Finance and Resources  Albert Wilson, Housing and Communities Manager	Open
<u>Granting Access Over Council Land</u> To consider approval of a right of access over council land.		Cabinet	27 Nov 2019	Yes	Portfolio Holder for Corporate Finance and Resources  Pranali Parikh, Director for Growth and Regeneration	Fully exempt 3

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<u>Asset disposal</u>  To consider an offer to purchase land owned by Melton BC		Cabinet	27 Nov 2019	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Pranali Parikh, Director for Growth and Regeneration	Fully exempt 3
<u>Support for Rural Pubs</u>  To consider options for supporting rural pubs.		Cabinet	27 Nov 2019	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Pranali Parikh, Director for Growth and Regeneration	Open
<u>Treasury Management Mid-Year Report</u>  An update on Treasury Management performance for 2019/20.		Cabinet	27 Nov 2019	No	Portfolio Holder for Corporate Finance and Resources  Dawn Garton, Director for Corporate Services	Open
<u>Quarter 2 Budget Monitoring Report</u>  To inform on how the Council is performing against its revenue and capital budgets.		Cabinet	27 Nov 2019	No	Portfolio Holder for Corporate Finance and Resources  Dawn Garton, Director for Corporate Services	Open



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<u>Procurement of New Finance System</u>  To seek approval to award the contract (subject to Recommendation to Council for approval to include in Revenue Budget for 2020/2021)		Cabinet	27 Nov 2019	Yes	Portfolio Holder for Corporate Finance and Resources  David Scott, Corporate Services Manager	Part exempt 3
<u>Tenancy Agreement</u>  To approve the revised Tenancy Agreement		Cabinet	27 Nov 2019	Yes	Portfolio Holder for Housing and Communities  Natasha Taylor, Democratic Services Manager	Open
<u>Asset Disposal Policy</u>  To approve the Asset Disposal Policy		Cabinet	22 Jan 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Pranali Parikh, Director for Growth and Regeneration	Open
<u>Draft Budget 2020/2021 and Medium Term Financial Plan</u>		Cabinet	22 Jan 2020	Yes	Portfolio Holder for Corporate Finance and Resources  Dawn Garton, Director for Corporate Services	Open

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<u>Review of Car Parking Charges - Consultation</u>  To seek approval to commence Statutory consultation.		Cabinet	22 Jan 2020	Yes	Portfolio Holder for Growth and Prosperity (and Deputy Leader)  Lee Byrne, Regeneration Manager	Open
<u>Corporate Strategy</u>  To endorse and recommend approval of the Corporate Strategy to Council.		Cabinet	22 Jan 2020	Yes	Leader of the Council  Martyn Bowen, Revenue Business Partner	Open